



**COUNTY OF LOS ANGELES  
DEPARTMENT OF AUDITOR-CONTROLLER**

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ASST. AUDITOR-CONTROLLERS

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April 18, 2011

TO: Supervisor Michael D. Antonovich, Mayor  
Supervisor Gloria Molina  
Supervisor Mark Ridley-Thomas  
Supervisor Zev Yaroslavsky  
Supervisor Don Knabe

FROM: Wendy L. Watanabe  
Auditor-Controller

A handwritten signature in blue ink, reading "Wendy L. Watanabe", is written over the printed name and title.

**SUBJECT: STATUS OF CONTRACT MANAGEMENT REPORTING IN eCAPS**

This memo provides an update on Departments' progress in maintaining updated contract data in eCAPS, County's enterprise financial system.

In March 2009, we informed your Board that we had developed a number of eCAPS reports designed to assist County contract managers and finance personnel in eliminating retroactive contracts, in accessing accurate budget and expenditure data for fiscal controls, and in planning more efficiently in the contract administration area. In December 2009, we reported to your Board that County departments made significant progress in ensuring that eCAPS contained accurate contract information.

Since our last status report in December 2009, County departments continued to perform very well in maintaining accurate contract information in eCAPS, which allows the departments to more effectively monitor their contracts. Statistically, the number of contracts in eCAPS database entered as "without contract end dates" has been reduced by 82%; the number of "expired contracts" remaining in the database has been reduced by 25%; and the number of contracts "without budget amounts" has been reduced by 58%. See Attachment I. All of these reductions indicate better data management practices by County departments. Attachment II summarizes the progress by Departments since our last status report. Departments with a positive percentage improvement indicate that they reduced the number of contract exceptions reported in eCAPS since November 2009.

Board of Supervisors  
April 18, 2011  
Page 2

The Auditor-Controller will continue to monitor County departments' efforts in eCAPS and reduce the number of contracts with exceptions. If you need additional information, please call me or your staff may contact Don Chadwick at (213) 253-0301.

WLW:JET:DC:EB

#### Attachments

c: Department Heads  
Deputy Chief Executive Officers  
Audit Committee  
Public Information Office

**eCAPS Contract Management Reporting**  
**CONTRACT DEFICIENCY STATISTICS SUMMARY**  
**As of March 2011**

<b>Contract Deficiency Statistics Summary - November 2009 to March 2011</b>						
<b>Month</b>	<b>Contracts Without End Dates</b>	<b>% Change</b>	<b>Expired Contracts</b>	<b>% Change</b>	<b>Contracts With Zero Dollar Budget</b>	<b>% Change</b>
NOVEMBER 09	1,079	N/A	1,323	N/A	745	N/A
DECEMBER 09	1,062	-2%	1,699	28%	742	0%
JANUARY 10	945	-11%	1,098	-35%	597	-20%
FEBRUARY 10	905	-4%	1,148	5%	567	-5%
MARCH 10	809	-11%	907	-21%	491	-13%
APRIL 10	630	-22%	871	-4%	404	-18%
MAY 10	366	-42%	798	-8%	371	-8%
JUNE 10	254	-31%	2,143	169%	337	-9%
JULY 10	229	-10%	1352	-37%	350	4%
AUGUST 10	226	-1%	1296	-4%	367	5%
SEPTEMBER 10	203	-10%	1018	-21%	366	0%
OCTOBER 10	202	0%	893	-12%	358	-2%
NOVEMBER 10	198	-2%	803	-10%	330	-8%
DECEMBER 10	199	1%	1148	43%	335	2%
JANUARY 11	199	0%	1124	-2%	332	-1%
FEBRUARY 11	202	2%	1113	-1%	337	2%
MARCH 11	192	-5%	993	-11%	312	-7%
<b>Total Change (1)</b>	<b>(887)</b>	<b>-82%</b>	<b>(330)</b>	<b>-25%</b>	<b>(433)</b>	<b>-58%</b>

(1) Represents the increase (reduction) of contracts in each deficiency category from November 09 to March 11 and the percentage change.

# eCAPS Contract Management Reporting

## CONTRACT DEFICIENCY STATISTICS SUMMARY

### As of March 2011

Department	Contracts Without End Dates			Expired Contracts			Contracts With Zero Dollar Budget		
	Nov 09	Mar 11	% Improvement	Nov 09	Mar 11	% Improvement	Nov 09	Mar 11	% Improvement
Agric Comm/Wts & Measures	39	24	38%	37	14	62%	0	0	0%
Animal Care And Control	0	0	0%	0	2	-200%	0	0	0%
Assessor	0	2	-200%	0	4	-400%	0	0	0%
Auditor-Controller	0	0	0%	0	0	0%	0	0	0%
Beaches & Harbors	0	0	0%	5	6	-20%	1	0	100%
Board Of Supervisors	0	0	0%	1	2	-100%	0	0	0%
CC - County Counsel	0	0	0%	1	6	-500%	0	0	0%
CC - Judgments & Damages	0	0	0%	0	5	-500%	0	0	0%
CEO - Budget & Operations Management Branch	0	0	0%	0	12	-1,200%	1	0	100%
CEO - Capital Projects	120	122	-2%	3	7	-133%	81	81	0%
CEO - Chief Executive Office	18	0	100%	43	14	67%	29	3	90%
CEO - Facility Asset Management (FAM)	0	0	0%	1	12	-1,100%	0	0	0%
CEO - Federal / State Disaster Aid	18	0	100%	0	0	0%	18	0	100%
CEO - Insurance Budget	0	0	0%	0	0	0%	0	0	0%
CEO - Office of Emergency Management	0	0	0%	0	0	0%	0	0	0%
CEO - Project & Facility Development	13	12	8%	11	4	64%	4	4	0%
Chief Information Office	9	0	100%	2	0	100%	1	0	100%
Child Support Services	0	1	-100%	0	0	0%	0	0	0%
Children & Family Services	2	0	100%	392	38	90%	17	0	100%
Community and Senior Services	0	1	-100%	0	24	-2,400%	0	4	-400%
Consumer Affairs	0	0	0%	0	0	0%	0	0	0%
Department Of Coroner	0	0	0%	1	3	-200%	0	0	0%
District Attorney	7	7	0%	6	6	0%	8	8	0%
Fire Department	3	0	100%	33	2	94%	215	189	12%
HS - Health Services Excl Hospitals	571	1	100%	244	138	43%	264	0	100%
HS - Juvenile Court Health Services	10	0	100%	8	9	-13%	9	0	100%
HS - Office Of Managed Care	0	0	0%	5	49	-880%	0	0	0%
Coastal Cluster (Harbor/UCLA MC)	0	0	0%	8	9	-13%	0	0	0%
Northeast Cluster (LAC+USC)	39	0	100%	144	49	66%	61	3	95%
SFV Cluster (Olive View/UCLA MC)	158	0	100%	94	23	76%	15	0	100%
South/West Network Hosp	0	0	0%	3	22	-633%	0	1	-100%
Southwest Cluster (MLK Jr MC)	0	0	0%	6	13	-117%	0	0	0%
Human Resources Dept	0	0	0%	0	3	-300%	0	1	-100%
Internal Services Dept	0	0	0%	3	4	-33%	0	0	0%
Mental Health	0	0	0%	0	0	0%	2	0	100%
Museum Of Art	0	0	0%	0	0	0%	0	0	0%
Museum Of Natural History	0	0	0%	0	0	0%	0	0	0%
Office Of Public Safety	0	0	0%	0	13	-1,300%	0	1	-100%
Parks & Recreation Department	1	0	100%	24	60	-150%	1	1	0%
PH - Children's Medical Services	0	0	0%	0	0	0%	0	0	0%
PH - Office of AIDS Programs & Policy	0	0	0%	20	37	-85%	0	0	0%
PH - Public Health Programs	0	1	-100%	0	10	-1,000%	0	0	0%
PH - Substance Abuse Prevention and Control	0	0	0%	0	1	-100%	0	0	0%
Probation Department	45	3	93%	163	40	75%	10	0	100%
Public Defender	0	0	0%	0	5	-500%	0	0	0%
Public Library	3	0	100%	5	0	100%	0	0	0%
Public Social Services Dept	0	0	0%	4	74	-1,750%	0	0	0%
Public Works Department	1	0	100%	5	153	-2,960%	0	1	-100%
Regional Planning Department	2	1	50%	0	1	-100%	0	0	0%
Registrar Recorder	0	0	0%	0	1	-100%	0	0	0%
Sheriff	3	17	-467%	37	111	-200%	4	15	-275%
Superior Court & County Clerk	1	0	100%	1	0	100%	2	0	100%
Treasurer & Tax Collector	16	0	100%	13	7	46%	2	0	100%
<b>Total</b>	<b>1,079</b>	<b>192</b>	<b>82%</b>	<b>1,323</b>	<b>993</b>	<b>25%</b>	<b>745</b>	<b>312</b>	<b>58%</b>